

## Merch Sourcing & Sales Support – NYC, NY or Portland, OR

AtoZ Media provides a full suite of custom apparel, merchandise, media and print products through our sales team and e-commerce brands, serving the needs of music labels, indie artists and other content creators and organizations. Our staff across the U.S. works with customers and production plants globally. We are customer-centric, creative and collaborative and are world class provider of custom manufactured products to our diverse set of clients.

We're looking for a Merch Sourcing & Sales Support leader to assist with sourcing, pre-production sales support and production coordination for our merch and apparel products. Love merch? Love working on custom projects? Love a fast-paced environment? If yes, we think you'll love this position and encourage you to apply.

With our dynamic markets, fun and creative products and broad global supply chain, this position offers amazing sourcing, client relations, production management and career development opportunities. This roll-up-your-sleeves position is hugely important to our continued fast growth, success and rave customer reviews. If you're organized and a hard-working problem solver, we'd love to hear from you. To the top of the list if you bring merch and apparel sourcing and production experience.

### Responsibilities:

- Work with sales team and directly with clients to identify new product opportunities and determine creative, timing, budget and other project objective
- Identify appropriate vendor and production options to meet client needs
- Support and coordinate other client pre-sales needs, including sampling, virtual proofs, and marketing materials
- Communicate actively with manufacturing and other vendors, including preparing purchase orders, assessing artwork and technical needs and identifying shipping solutions
- Manage project timelines and actively monitor production status to ensure projects remain on schedule
- Anticipate potential problems and resolve artwork, logistics or other issues
- Occasional evening work to communicate with Asia based plants
- Invoice clients
- Other tasks to meet the changing and fast-growing nature of our business.

### Requirements:

- A great communicator with strong verbal, written and listening skills
- A problem solver – you know how to get things done
- Enthusiastic and self-motivated
- Detail-oriented and highly organized, with excellent time management skills
- Able to manage many simultaneous projects from start to finish
- A team player and great collaborator
- Client-focused and quality-obsessed
- Able to work well under pressure
- Strong working experience with Microsoft Office

- Experience with merch / apparel sourcing and/or production preferred
- Experience with Photoshop, Illustrator or In-Design a strong plus
- Bachelor's degree with at least 2 to 4 years work experience

In addition to your resume, please include a short cover letter to be considered for this position.